

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Agency Utilization of U. S. University Professors

1. This memorandum is submitted in response to your request for a proposed definitive procedure in obtaining assurance that university management does not object to its professors entering into a contractual relationship with CIA.
2. In June 1967 to aid in complying with the statement of policy in the Katzenbach Report that any CIA relationship with a U. S. academic institution should be on an overt basis, a working group representing various Agency components concerned with this problem developed guidelines for application to CIA contracts and grants involving such institutions. Those guidelines approved by the DCI on 12 July 1967 dealt with three major areas: (a) contracts with institutions, (b) grants to institutions, and (c) consultant and other personal services contracts. This memorandum is concerned only with the guidelines adopted for the latter category which are: "Consultant and other types of personal services contracts with professors or other staff members of educational institutions within the United States will be held to a minimum and employed only when necessary. Additionally, such contracts will, as a general rule, be made only after assurance is obtained that appropriate management officials of the institutions concerned are aware of the proposed relationships."
3. Between September and December 1967, a case-by-case review was made of each consultant or independent contractor with a university affiliation to determine whether university management was aware of the professor's relationship with CIA. Action was taken by the Deputy Directors to have appropriate university officials made aware of the consultant's relationship with CIA. The contractual relationship with a few consultants was terminated prior to 31 December 1967; in certain cases a Deputy Director believed it prudent not to make a university aware of the relationship and specific approval not to do so was sought from the Deputy Director for Support.

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4. In requesting the case-by-case review within a directorate, the Director of Personnel stated: "No definition of an appropriate management official is provided in the guidelines. In my opinion, such an individual is one who occupies a position of broad executive responsibility and is authorized to speak for the institution on major policy matters. In most cases this would seem to require no less than the president or chancellor of the institution."

5. The general guidelines in the memorandum approved by the DCI in 1967 have not been reduced to regulatory form. That memorandum continues to be the basis for requiring operating officials to include a statement in the request for engagement of a professor as a consultant or independent contractor to the effect that the educational institution is aware of the professor's prospective relationship with CIA. It appears that generally this assurance is given verbally to the Agency operating official by the professor. ✓

6. In order to insure that the Agency is properly complying with the original intent of the 1967 guidelines as they apply to consultant and other personal services contracts, I would suggest that in the future the individual to be utilized submit a written certification to the operating official identifying by name and title the university official approving the individual's CIA contractual relationship. The university official approving the arrangement should be at least on the level of faculty dean or department chairman. I wish to emphasize that we are dealing here only with individuals whose primary employer is an academic institution.

7. I believe that such a certification accompanying the request to engage a professor as a consultant or independent contractor would provide assurance to approving officials in our own internal chain of command that compliance with our policy has been met. Since consultants themselves are frequently senior university officials in their particular area of expertise, the method, terms and circumstances in obtaining permission of the university properly belongs with the prospective consultant or independent contractor.

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8. I would suggest that you may wish to discuss this approach with the CIA Management Committee. If you approve, the pertinent headquarters regulations [redacted] will be revised to include this new procedure.

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(Signed) F. W. M. Janney

F. W. M. Janney
Director of Personnel

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